

DELAWARE TRANSIT CORPORATION

POSTING NO. 081-2020

POSITION VACANCY POSTING

DATE OF POSTING January 16, 2020

CLOSING DATE January 23, 2020

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON January 23, 2020. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 968 JOB CODE #: _____

POSITION TITLE Maintenance Supervisor – Dart III

PAY GRADE 12 PAY RATE _____ PAY RANGE \$39,360 - \$49,200
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT: Transportation
SECTION: Maintenance

CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS Varied SCHEDULED DAYS: Varied

SUMMARY OF POSITION:

The Maintenance Supervisor is responsible for the safe and efficient operation of a DTC industrial work facility. The incumbent is responsible for the direct supervision of maintenance personnel, assists in the preparation of the daily/weekly maintenance pre-plan, prepares and maintains accurate records, and controls the use of assets to achieve quality production levels. Specific responsibilities include scheduling, directing, and instruction; insuring accurate and timely input of information into monitoring and analysis reports; reviewing consumption reports, road calls, work orders, and Operator defect reports and preparing appropriate work orders from defect reports; assisting in determining minimum/maximum stock level requirements and reviewing requisitions from inventory against appropriate work orders; supervising issuance and control of company-owned tools, equipment, and supplies; and performing maintenance and repair functions on vehicles to supplement production of maintenance personnel. The incumbent must ensure compliance with established policies and procedures, with particular emphasis on safety; inspect work area for cleanliness, inoperable equipment, and problem areas; and prepare and submit maintenance accident reports including estimated repair costs. Duties require a valid Commercial Driver's License and the ability to lift up to 50 pounds as required during regular job performance.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so may result in disqualification

1. Experience in heavy-duty vehicle maintenance repair.
Applicants must detail all experience in vehicle maintenance repair.
2. Experience in the principles and practices of supervision.
Applicants must detail all experience in the principles and practices of supervision.
3. Experience in preparing and maintaining maintenance reports and records.
Applicants must detail all experience in preparing and maintaining maintenance reports and records.

JOB DESCRIPTION: AVAILABLE ON-LINE AT www.dartfirststate.com

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLY ON-LINE AT: www.dartfirststate.com

Delaware Transit Corporation

March 1, 1996
November 30, 1998
Revised: 04/17/2000

Pay Grade: 12

Job Code: 064

Maintenance Supervisor

Summary of Job: The Maintenance Supervisor is responsible for the safe and efficient operation of a DTC industrial work facility. The incumbent is responsible for the direct supervision of maintenance personnel, assists in the preparation of the daily/weekly maintenance pre-plan, prepares and maintains accurate records, and controls the use of assets to achieve quality production levels. Specific responsibilities include scheduling, directing, and instruction; insuring accurate and timely input of information into monitoring and analysis reports; reviewing consumption reports, road calls, work orders, and Operator defect reports and preparing appropriate work orders from defect reports; assisting in determining minimum/maximum stock level requirements and reviewing requisitions from inventory against appropriate work orders; supervising issuance and control of company-owned tools, equipment, and supplies; and performing maintenance and repair functions on vehicles to supplement production of maintenance personnel. The incumbent must ensure compliance with established policies and procedures, with particular emphasis on safety; inspect work area for cleanliness, inoperable equipment, and problem areas; and prepare and submit maintenance accident reports including estimated repair costs. Duties require a valid Commercial Driver's License and the ability to lift up to 50 pounds as required during regular job performance. The position reports to the District Maintenance Manager.

Skills: Experience-based: The Maintenance Supervisor must have extensive knowledge in the field of heavy-duty vehicle maintenance, including comprehensive knowledge of the most effective methods, materials, tools and practices in the field. Effective communication, interpersonal, and supervisory skills are essential.

Skills: Knowledge-based: The incumbent must have the knowledge and ability to direct/perform the repairing, testing, diagnosis and removal/installation of various types of mechanical units, assemblies and sub-assemblies. The ability to interpret manuals, research mechanical and electrical components, and prepare and maintain accurate written reports is also essential.

Exercise of Discretion: The Maintenance Supervisor is responsible for directing the Maintenance workforce to effectively and safely achieve daily production levels. Although much of the maintenance work will be performed within areas defined through manufacturers and/or DTC specifications and procedures and require relatively little judgement, the Maintenance Supervisor will encounter situations that call for higher levels of decision making. Discretion is continually required in directing the diagnosis and repair of malfunctions within a large and intricate body of mechanical systems. The incumbent must know when to make the judgements and when to refer them to higher levels for resolution.

Maintenance Supervisor

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Complexity: The Complexity of the Maintenance Supervisor=s position revolves around the technical nature of the work and the absolute necessity of having units ready for service on a daily basis regardless of unforeseen circumstances such as inclement weather, staff shortages, supply shortages, etc.

Supervision Received: The Maintenance Supervisor operates under the general direction and through guidelines and procedures developed by the District Maintenance Manager. The incumbent works independently on daily tasks, determining and utilizing appropriate methods. The Maintenance Supervisor is responsible for making recommendations to the District Maintenance Manager which are expected to carry great weight in the decision process.

Supervision Exercised: The Maintenance Supervisor has direct supervisory responsibilities for automotive technicians and service technicians.

Scope and Impact: The Maintenance Supervisor impacts on the effectiveness and efficiency of the Corporation=s vehicle maintenance program. The incumbent is responsible for directing high volume processing of routine as well as technical or specialized work processes with emphasis on safety and efficiency. The success of the program has direct impact on the confidence of customers in the system, both as to safety, as well as reliability.

Work Contacts: The Maintenance Supervisor has regular contact within the organization with the Transportation and Inventory Control sections to coordinate work functions. Outside contacts include interaction with vendors and manufacturers service representatives.

Working Conditions: This position functions in a noisy industrial environment requiring the use of safety equipment during the exercise of essential job functions. Incumbent also operates outdoors in extremes of weather conditions. The workdays and hours are generally regular as designated by assigned shift, although subject to periodic exception.

	Essential Personnel Policy HR-075.01		FLSA
°	Level I		Exempt
	Level II	°	Non-Exempt